



## New Jersey Department of Children and Families Policy Manual

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**SUBJECT:** Educational Certification/Licensure Requirements

**EFFECTIVE DATE:** February, 1987

**REVISED:** May 31, 2000

### **A. OBJECTIVE**

To ensure that all Department of Children and Families (DCF), Office of Education (OOE) instructional staff members serving students with and without disabilities possess the appropriate certificate and license, when a license is required.

### **B. STANDARDS**

1. Pursuant to NJAC 10:11, an instructional staff member means a member of the professional staff of the OOE or any facility in the DCF, holding position or employment of such character that the qualifications require him or her to possess a valid and effective standard certificate issued by the State Board of Examiners, appropriate to his or her assignment, as determined by the Director, OOE.
2. No person shall be employed by the DCF OOE as an instructional staff member unless such person holds a valid certificate and license, if required, appropriate to his/her job assignment in accordance with NJSA 18A:26-2 and NJAC 6:11.
3. All instructional staff members shall have their certification(s) and licenses, as required, on file in the DHS OOE and at the appropriate program site as per NJAC 6:9-2.3.

**C. APPROPRIATE EDUCATIONAL CERTIFICATION/LICENSURE**

DCF OOE instructional staff members shall possess the certificate issued by the Board of Examiners of the New Jersey Department of Education and license, if required, issued by the New Jersey Department of Law and Public Safety appropriate to his or her job assignment as follows:

**Teacher 2:** Instructional certification appropriate to the teacher's assignment, as determined by the OOE.

**Teacher 1:** Instructional certification appropriate to the teacher's assignment, as determined by the OOE, and 36 months of appropriate, certified teaching experience in an approved school (as determined by the Director, OOE).

**Teacher 3 (Substitute Teacher):** Appropriate county substitute teaching certification or any standard instructional certification.

**Supervisor and Assistant Supervisor of Education:** Administrative educational certification (School Administrator, Principal or Supervisor).

**Child Study Team Members and Speech, Occupational and Physical Therapists (contracted therapists included):** Educational services certification and a license, if required, appropriate to the assignment.

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